



## A Guide for Students, Visitors and Volunteers

*Learning, Playing and Laughing Together  
to be the best that we can be*

## Welcome to East Preston Infant School

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children.

The help that parents/carers/volunteers give with activities within the school is a valuable and valued contribution to the work of the school and is much welcomed by the teachers and children. Please read this guide carefully as it contains general information about our school and important Health and Safety and Child Protection procedures.

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures:

1. All visitors and volunteers are given a copy of this policy.
2. Visitors and volunteers must sign in at the school office and wear an identification badge whilst on the premises at all times.
3. All volunteers must sign a Visitors and Volunteers Agreement available from the School Business Manager.
4. If you are volunteering for off-site activities please read and sign the Off-Site Agreement.
5. The school reserves the right to decline offers of help and to ask for a character reference if necessary.
6. Anyone visiting or volunteering on a regular basis **must** have a full, up to date DBS check. Please speak to the School Business Manager to arrange this.

## **IMPORTANT CORONAVIRUS INFORMATION**

Please do not come into school if you have any Coronavirus symptoms eg, fever, cough or loss of taste and smell.

- Please use the hand sanitiser by the office on arrival
- Visitors are requested to wear a mask unless permission is given by the Headteacher not to
- You will be escorted by a staff member in school to your appropriate location; Please do not wander away from this location unless given permission to do so
- Please remain within the Year Group bubble or with the allocated pupils at all times
- Please follow any specific instructions from school staff
- A copy of the school's full risk assessment is available on the school website
- A copy of the Year Group risk assessments are available from the Year Group Leader
- Please ensure that you regularly wash/hand sanitise your hands during your visit at the school
- Where possible please respect the social distancing measures with staff and pupils

### **The Aims of the School**

Our aims and values direct our thinking and are at the heart of all our policies and practice. All adults who work in our school, whether a paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our school aims and values listed below:

In a world that is rapidly changing we aim to:

- Make learning fun and inspiring, developing a thirst for knowledge and an enquiring mind.

- Foster positive self esteem by valuing all achievements.
- Nurture the whole child, developing their emotional, social and spiritual awareness.
- Provide an inclusive environment where everyone is encouraged to fulfil their potential.
- Help children to become responsible and caring citizens.
- Lead healthy lives in a happy and safe environment.
- Encourage good behaviour and mutual respect for others and the environment.
- Work in partnership with parents, carers and the wider community.

**We are a Rights Respecting School. We all have the right to be:**

- **educated** and we promise to create a calm place to learn
- **listened to** and we promise to listen to others
- **treated fairly** and we promise to tell the truth and be kind to others
- **safe** and we promise to look after our environment and each other
- **healthy** and we promise to make healthy choices and encourage others to do so

#### **Disclosure and Barring Service (DBS)**

All regular class helpers are subject to a DBS check. All students who are 16 or over would need to have completed a DBS check through college. Please talk to the School Business Manager to arrange this.

### **When You Arrive at School**

All visitors to school are asked to sign the Signing-In/Out File; this is situated at the Reception Area. A badge should always be worn during your time spent in school. Please familiarise yourself with the specific COVID instructions at the front of this booklet. Please have a look at the Fire Evacuation Plan beside the Signing-In/Out File to familiarise yourself with evacuation procedures. Please remember to 'sign out' on leaving and please return your badge. This procedure is vital, not just for security, but, should there be a fire drill it is necessary to know who is on the premises. If the school does not hold emergency contact numbers for your next of kin please leave them at the office.

### **Your Commitment**

Please clarify when you are available to help. If you are unable to keep your commitment please advise the class teacher as soon as possible.

### **Dress Code**

Staff and other adults should ensure that they are dressed decently, safely and appropriately. Students please note that jeans, trainers, shorts and short skirts are not permitted.

### **Refreshments**

If you would like a drink during your visit, this will be brought to you by a member of staff to have in the area where you are working.

### **Behaviour of Children**

We expect the children to be polite, attentive and well-behaved in any adult's company. If an occasion arises where this is not the case please speak immediately to the class teacher who will deal with the matter. It is not expected that volunteers will discipline children. The school's Positive Behaviour Policy can be found on our school Website.

### Developing Independence

At East Preston Infant School our aim is to encourage independence of all children when they carry out activities. Many of these activities require supervision by an adult, the end results, should, however, be the achievement of the children. Aspects of safety relating to tasks being undertaken are always discussed with the children. These should be constantly reinforced at all times. You will be directed by the class teacher about activities or tasks to be undertaken.

### Supervision

All visitors and volunteers are under the supervision of the Headteacher or class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers should have clear guidance from the Headteacher or class teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

### Confidentiality

Volunteers will be working with a variety of different children and are reminded that any information learnt about the child should be treated as confidential, as should any comments about children from the teachers. If you have any concerns about anything you see or hear, please talk to the head teacher.

### Health and Safety

The school has a Health and Safety Policy available on request from our school office.

### Evacuation Procedures

Please familiarise yourself with the evacuation procedures which are explained on the '**Fire Safety Cards**' to be found

next to the Signing-In File in the Reception Area. If you are working away from the classroom, i.e. assisting in a survey around the school, and the alarm sounds, please escort the children out of the building by the nearest safe exit and meet the class teacher on the playground. All members of staff are aware of their roles should this situation occur. Please listen to the class teacher and stay with her/him and the class which you are helping.

### **First Aid Procedures**

First Aid should ONLY be administered by a qualified member of staff. If a child you are working with requires First Aid, please inform the nearest member of staff immediately.

**First Aid Co-ordinator:** Mrs Allyson Lean

**Qualified First Aiders:** All Teaching Assistants and all Midday Meals Supervisors.

### **Reporting of any Health and Safety Concerns**

#### **Accidents and Incidents:**

All accidents and incidents, even minor ones, must be reported to a member of staff so that they can be recorded.

Faulty equipment, broken furniture, dangers outside must be reported so the appropriate action can be taken. It is the duty of all staff to take reasonable care for the health and safety of themselves, their colleagues, and persons who may be affected by their action at work. We request that all adults take responsibility for health and safety of themselves, other adults and children in school.

### **Child Protection/Safeguarding**

Any adult working with an individual child or group of children needs to both safeguard themselves and be aware of their responsibilities towards safeguarding children. Our

Designated Safeguarding Leads (DSL) for child protection and Prevent are:

**Mrs Claire New - Head Teacher**  
**Mrs Lucy Owens - Deputy Head Teacher**

We are a Rights Respecting School, Article 19 of UN Convention on the Rights of the Child states:

**"Children have the right to be protected from all forms of violence. They must be kept safe from harm. They must be given proper care from those looking after them."**

All adults who come into contact with children in their work have a role to play in safeguarding children.

**You have a duty to refer any concerns not to decide whether or not it is child abuse.**

Abuse can be physical, emotional, and sexual or neglect.

You need to know that:-

- It can happen here
- ANYONE CAN ABUSE

**The worst thing you can do is nothing.**

If a child makes a disclosure to you must follow the Golden Rules below:

### **Golden Rules**

- **Do** listen carefully and calmly to what the child has to say, but do not question them
- **Do** make accurate notes about your concerns and the actions you took and give these to your DMS
- **Do** inform your DMS of any concerns-however unimportant you may think they are
- **Do** be alert to signs of abuse and neglect. It can happen anywhere

- **Do** ensure that you follow the guidance for safe working practice

**Have a member of staff with you, if at all possible.**

- **Do not** question or lead the child in any way.
- **Do not** promise the child that you will not tell anyone else. Instead explain that in order to help them you will need to talk to other people.
- **Do not** try to 'go it alone'. Children are best protected when all agencies work together.
- **Do not** discuss issues with parents/carers unless part of an agreed strategy.

**Always inform the DSL**

### **Main Categories of Abuse**

#### **Definition of Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (eg, via the internet). They may be abused by an adult or adults or by another child or children.

#### **Physical Abuse**

Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Factitious Illness (Munchausen Syndrome by Proxy) may also constitute physical abuse when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs likely to result in the serious impairment of the child's health or development. Neglect may occur in pregnancy as a result of maternal substance abuse.

It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical and emotional harm or danger, ensure adequate supervision or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (eg. rape, oral sex or buggery) and non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities such as involving children in looking at, or in the production of sexual images or watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet) by establishing a close relationship or friendship. Sexual abuse is not solely perpetrated by adult males. It can be committed by women or other children.

### **Emotional Abuse**

The persistent emotional ill-treatment of a child as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

There are also other forms of abuse not documented here, such as child sexual exploitation, peer on peer abuse, female genital mutilation or radicalisation. You can find more information about this in Part 1 of Keeping Children Safe in Education document or our own 'Safeguarding Children' booklet both of which are available to read from the office.

### **Best Practice**

Anyone working in school could be the person a child discloses to or be witness to an incident, it is therefore important to be aware of the importance of keeping accurate records.

Not all child protection concerns result in a referral - small pieces of information may not be significant on their own, but can help to contribute to a 'jigsaw' picture of abuse. The DSL

will make the decision as to whether to refer an incident further.

### How Notes Should Be Made

Make a record of all information and concerns and pass the information on to DSL.

Include the following:

- Date of incident
- Date of record being made
- Name and date of birth of child(ren)
- A **factual account** of what happened (record exactly what the child said)
- A note of any other people involved e.g. as witnesses
- Printed name of person making the record
- Signature

### Confidentiality

Confidential information about a child should never be casually used in conversation or shared with any person other than on a 'need to know' basis.

Please be aware that there is confidential information on some children that only the Head Teacher or DSL have the legal right to know or see. It is up to the DSL to inform other staff as necessary.

### Safe Working

This section comes from the **Code of Conduct** and aims to safeguard young people and reduce the risk of staff and other adults being falsely accused of improper or unprofessional conduct.

Staff and other adults are responsible for their own actions and behaviour and should avoid any conduct that would lead any reasonable person to question their behaviour.

Whenever possible seek to **avoid being alone** with pupils, if this cannot be avoided you should ensure that there is visual

access e.g. by leaving the door open, working in a corridor group space.

Staff and other adults should avoid the use of any **unnecessary** physical intervention as part of their work with pupils. There may be times when a distressed child needs comfort and reassurance which may include physical comforting such as a caring parent would give, however, volunteers should avoid giving this and return the child to the class teacher. Care should be taken regarding use of language and dress code.

### **Mobile Phones, Taking Photographs or Video**

We ask that Visitors, Volunteers and Students do not use mobile phones, including texting, in any areas where children are present. Phones should be set to silent or switched off when you arrive at school. If you need to make a call please go to the Office/Reception area. Under no circumstances should visitors take photos or video without permission. Any photo or recorded images of children and staff must be kept for personal use and must not be uploaded onto the internet. Photos or recorded images of children and staff can only be taken with prior permission from the Head Teacher or Deputy Head Teacher.

### **Internet Use**

Our school has a clear policy on access to and use of the Internet, both by staff and pupils. Under no circumstances should inappropriate images be accessed in school.

### **Social Networking Sites**

We are aware of an increasing number of occasions when schools, school staff, governors, children and their families are discussed on Facebook or other social networking sites. Careless remarks can be damaging to a school or individuals reputation. Any case of harmful, offensive, libellous or otherwise inappropriate postings /messages on social

networking sites directed towards the school, member of staff, children or governors will be treated as a very serious matter. Incidents such as these can lead to potential criminal prosecution and civil claims including libel.

### **Confidential Reporting (Whistle-Blowing)**

Whistle-blowing is the mechanism by which staff and other adults can voice concern, made in good faith, without fear of repercussions. Staff and other adults should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management or relevant external agencies. The welfare of children is paramount (Children Act 1989). A copy of the Confidential Reporting Policy is available on the school website.

### **Complaints Procedure**

Any complaints about a visitor or volunteer will be referred to the Headteacher. Any complaints made by a visitor or volunteer will also be referred to the Headteacher..

*The headteacher reserves the right to take the following actions: \_*

1. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again.
2. Offer an alternative placement in another class.
3. Inform the visitor or volunteer that the school no longer supports their attendance at school.

**Thank you for offering your help. It is greatly appreciated and will help to enrich the learning opportunities for the children.**